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8 July 1952

MEMORANDUM FOR: Colonel L. K. White

SUBJECT : Personnel Statistics

1. I had a meeting this morning (8 July) with Messrs. Saunders, Meloon, and Peel on the problem of personnel statistics, what constitutes personnel statistics, what is properly an accounting or budgetary function, and who shall do what job. Our conclusions were that the term "personnel statistics" should not be defined as including an annual position cost analysis, which is required by the Comptroller for budgetary purposes. Personnel has assumed the T/O and ceiling functions from O&M and has, in addition, taken on one job formerly done by the Comptroller's Office which is properly defined as a personnel statistic, i.e., preparation of a monthly statement of personnel by Agency component and by types of employment. This is adaptable to IBM methods, and Personnel will start furnishing these figures at the end of the first month of the present fiscal year. The annual position cost analysis is needed annually only and is in the opinion of those who met this morning properly an accounting function of the Comptroller's Office. We discussed the question of whether it could be done better by machine, and it was agreed that Mr. Peel would ask [REDACTED] his machine methods man, to work with the Comptroller and later with the Comptroller's Technical Accounting Staff, now being established, to determine whether and how this job could be done by machine.

2. All of Personnel's data and all of its concern with personnel statistics involves individual employees. On the other hand, the Bureau of the Budget requires a position-by-position annual cost breakdown, either by actual cost for the year being closed or by estimated costs for the first two years to come. None of those present this morning were convinced without thorough management study that this could be better performed by machine, but all agreed that it was not properly a Personnel function.

3. Without going into personalities or the source of the original recommendation that the present manual system in the Comptroller's Office be transferred to Personnel for machine processing, I think I should say that there has been some misunderstanding of, first, the purpose to be served, and, second, the form in which the necessary raw data exists.

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4. My report to you then in response to your first question is that Personnel has taken over the personnel statistics function, and the system is working. They have not taken over the position accounting system in the Comptroller's Office, which system was originally thought properly to be a personnel statistics responsibility. Personnel is doing what it should be doing. If these conclusions do not agree with those you reached as a result of [REDACTED] comments, I can only suggest that you talk to him again and if need be to the three I met with this morning. I personally believe that in this particular instance [REDACTED] made a poor recommendation.

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[REDACTED]

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3 Att

1 Att - AR-D-1645

2 Att - AR-D-1598

3 Att - Extract from Minutes of Staff
Meeting, Admin Staff Chiefs,
13 May 52

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